



Request for Proposals (RFP)

Federal JJDP Act Title II Formula Grants Program

**Focus: Deinstitutionalization of Status Offenders
(DSO)**

December 9, 2005

Proposals Due: February 24, 2006

*The federal Juvenile Justice & Delinquency Prevention (JJDP) Act Title II Formula Grants Program in Washington is administered by the **Governor's Juvenile Justice Advisory Committee (GJJAC)**, through its staff within the Office of Juvenile Justice, Department of Social and Health Services.*

GOVERNOR'S JUVENILE JUSTICE ADVISORY COMMITTEE (GJJAC)

2006 Federal JJDP Act Title II Formula Grants Program

REQUEST FOR PROPOSALS

Introduction

The Governor's Juvenile Justice Advisory Committee (GJJAC) is requesting proposals for the Title II Formula Grants Program. The GJJAC has identified four primary priority areas:

- ◆ The Juvenile Detention Alternatives Initiative (JDAI): JDAI seeks to demonstrate that jurisdictions can: safely reduce reliance on secure detention, 2) maintain or reduce re-arrest and failure-to-appear rates, improve conditions of confinement for those in secure detention, and 4) redirect public funds to support reform strategies.
- ◆ Restorative Justice: Restorative Justice is a community justice response to juvenile crime that incorporates restorative justice practices and principles that focus on holding juvenile offenders accountable to the people and communities they have violated; enhances community safety and security; provides offender rehabilitation and reintegration; and respects the rights of victims in the process.
- ◆ Deinstitutionalization of Status Offenders (DSO): DSO refers to the practice of eliminating or preventing the placement of status offender and non-offender youth in secure facilities. The federal JJDP Act provides that status offenders and non offenders (such as runaways, truants, at-risk youth, children in need of services, and youth in need of mental health and substance abuse treatment) not be detained or confined in secure juvenile detention or correctional facilities.
- ◆ Disproportionate Minority Contact (DMC): DMC refers to addressing juvenile delinquency prevention and system improvement efforts designed to reduce the disproportionate number of juvenile members of minority groups who come into contact with the juvenile justice system (at all points of the system, from law enforcement referral, or arrest, through incarceration in a juvenile rehabilitation facility).

The focus area for this RFP is Deinstitutionalization of Status Offenders (DSO), as the GJJAC continues to focus on the needs of status offenders, non-offenders and families in conflict. Only proposals that address DSO will be considered for funding.

Washington continues to be out of compliance with the federal Juvenile Justice & Delinquency Prevention (JJDP) Act, reauthorized in 2002, as Washington State law allows the confinement of status offenders in secure juvenile detention facilities. The GJJAC seeks to address the problems related to holding status offenders in secure facilities through effective, research-based strategies to prevent and/or reduce runaway, at-risk and status offending behavior. **Specific interest areas for this RFP include services focusing on runaways, ARY, CHINS, truants, school suspension and expulsion, and school drop-out. Gender specific services for girls are encouraged.**

A *status offender* is defined as: a juvenile who has been charged with or adjudicated for conduct which would not, under the law of the jurisdiction in which the offense was committed, be a crime if committed by an adult. A *nonoffender* is defined as: a juvenile who is subject to the jurisdiction of the juvenile court, usually under abuse, dependency, or neglect statutes, for reasons other than legally prohibited.

The purpose of the Federal JJDP Act Title II Formula Grants Program is to: Support state and local programs that prevent juvenile involvement in delinquent behavior; to assist state and local governments in promoting public safety by encouraging accountability for acts of juvenile delinquency; and to assist state and local governments in addressing juvenile crime through the provision of technical assistance, research, training, evaluation, and the dissemination of information on effective programs for combating juvenile delinquency. States participating in this federal block grant program are required to commit to achieve and maintain compliance with the four core requirements of the federal JJDP Act in order to be eligible to receive these funds.

Contract Period

Projects will be funded for one contract year, July 1, 2006 - June 30, 2007. Funded projects may be eligible to receive Title II JJDP Formula Grants Program funds for up to two additional years. Office of Juvenile Justice staff will monitor approved projects. Outside, objective evaluators will assess the projects' effectiveness. Projects that are successful in meeting outputs and outcomes, and show positive evaluation results may be continued, up to the same dollar amount, for up to two additional years. Funding is also contingent on the availability of federal Title II JJDP Formula Grants Program funding to the state.

Amount of Grant Award

Approximately \$275,000 is available to fund new projects under this Request for Proposals.

The GJJAC expects to fund three to four projects. Projects may apply for up to \$100,000 in Title II JJDP Formula Grants Program funds for twelve months (July 1, 2006 – June 30, 2007).

Match Requirement

There is no match requirement for the Title II JJDP Formula Grants Program.

Evaluation

The projects selected for funding are required to contract with an outside, independent evaluator within 45 days of the contract start date. An outside evaluator should have at least three years of experience in conducting project evaluations and/or a graduate degree in a relevant discipline. Project activities must be clearly linked to the focus area. Grant finalists must include an evaluation design, using the **Logic Model**, in the full grant application.

Who Can Apply

Public, private non-profit and tribal agencies are eligible to apply.

Proof of Insurance

Any organization that is awarded funding from the GJJAC **must provide a certificate of insurance** naming DSHS as also insured.

If your project is selected to receive Title II OJJDP Formula Grants Program funding, you must provide the certificate of insurance prior to receiving a contract.

Criminal History and Background Checks

Contactors and each of their employees, subcontractors and/or volunteers, who may have unsupervised access to clients shall have a cleared and approved current criminal history and background check. This information will be updated annually at a time specified by the contractor.

Contractors are required to submit their personnel policy regarding criminal histories and background checks to the GJJAC.

Do not include this information with your proposal. You will be asked to meet this requirement if your project is selected for funding by the GJJAC.

How to Apply

Guidelines for the DSO focus area are provided in Appendix A. Applicants are encouraged to work with an evaluator to conceptualize and write the proposal. **The proposal must follow the required format** as specified below:

- Proposal pages must have a minimum of **one-inch margins and a minimum of 11-point font size**.
- The proposal must have a **Proposal Face Sheet** (see *Attachment A*), which counts as 1 of the 8 pages.
- The proposal must have an **Abstract Summary** page (see *Attachment B*), which counts as 1 of the 8 pages.
- The proposal must have a **Proposed Budget** (see *Attachment C*), which counts as 1 of the 8 pages.
- The proposal must have a **Project Description** following the required format (see *Appendix B*), not to exceed 5 pages, and will include a description of the proposed project using the **Logic Model** (see *page 13 for example of the Logic Model*).
- The proposal **must not exceed eight (8) pages in total** (see *Appendix B for the required proposal format*).

Directions for Submitting a Proposal

Submit **one original and two copies*** of the proposal to:

<i>Mailing Address:</i> Office of Juvenile Justice Department of Social and Health Services PO Box 45828 Olympia, WA 98504-5828	<i>Street Address:</i> Office of Juvenile Justice 4500 10th Avenue SE Olympia, WA 98504-5828 (360) 725-3600
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**** Please do not staple your proposal pages.***

Proposal Deadline

*Proposals must be postmarked no later than **February 24, 2006**, or hand delivered to the Office of Juvenile Justice **no later than 4:00 PM** that day. **Late proposals will not be accepted.** **FAX or electronic submissions will not be accepted.***

Why Your Proposal Could Be Rejected

- It is longer than the 8-page proposal limit.
- It exceeds the budget limit.
- It was received after the deadline (February 24, 2006)
- It does not follow the RFP format or is incomplete.
- It is not research-based.
- It does not address the focus area (DSO)

Technical Questions?

If you have questions, or if you need technical assistance on the grant proposal process, please call the Office of Juvenile Justice. The GJJAC staff are available to assist you at (360) 725-3600.

Note: Copies of ***Outcomes for Success 2000 Edition*** explaining the **Logic Model** are available at the Office of Juvenile Justice—please contact the Office (360-725-3600) to borrow a copy. (***Outcomes for Success 2000 Edition*** was published by The Evaluation Forum, Seattle, WA, (206) 269-0171, www.evaluationforum.com .)

Bidder's Conference

A Bidder's conference call will be held for interested parties on **January 5, 2006, at 10 AM**; see the GJJAC website (www.juvenilejustice.dshs.wa.gov) for instructions to access the toll free conference call number, or contact the Office of Juvenile Justice at 360-725-3600. Questions and answers will be posted on the GJJAC's website within 24 hours.

How Proposals Are Selected

The GJJAC utilizes a two-step grant selection process:

First, proposals are submitted according to the required proposal format. A GJJAC grant reading team will read and rate the proposals according to the proposal format; however, proposals receiving high scores on the rating criteria are not guaranteed selection as finalists. Initial ratings are used as a basis for further discussion and evaluation.

Selection decisions may be influenced by other factors, such as:

- Verifiable unique and compelling needs
- Current funding or other resources available in the community
- History of GJJAC grant awards in this area
- History of the agency in fulfilling other GJJAC contracts
- Sustainable funding potential
- Unit cost of service
- Potential duplication of services

- Cooperation/coordination with youth serving agencies, DSHS, law enforcement, juvenile court, and schools
- Use of volunteers/mentors
- Consideration of minority cultural issues (e.g., “cultural competency” of staff who will provide services)

Finalists will be selected by the GJJAC by March 31, 2006.

Second, finalists (from step one) will be asked to submit a full GJJAC grant application. (Finalists may also be requested to provide a written response to any specific questions that may arise during the proposal review process, but will NOT be asked to make an oral presentation.)

The GJJAC will make a final decision for subgrantee awards by May 31, 2006.

Note: If your agency/organization is asked to submit a full grant application, you must certify that federal JJDP Title II Formula funds will not be used to supplant state, local, or other federal funds. (A certification form will be provided for finalists, to be submitted with their full grant application.)

Private agencies that are invited to submit formal grant applications will be also be required to submit a copy of an independent audit of their financial records that has been completed within the past two (2) years.

Applicants whose proposed project requires that staff or volunteers have unsupervised contact with youth will be required to conduct Washington State Patrol background checks.

Specific, detailed feedback regarding why an individual proposal was not selected for funding by the GJJAC will not be available for applicants—the 2-step grant selection process is provided on pages 5-6 of this RFP.

Appeals

There are only two bases for an appeal of a GJJAC proposal selection decision. They are:

1. *The GJJAC failed to follow the procedures established in this RFP document, or to follow applicable State or federal laws or regulations; or*
2. *Bias, discrimination, or conflict of interest on the part of the GJJAC.*

Information on the appeal process will be provided upon request.

Attachment A

2006 JJDP Act Title II Formula Grants Program

Deinstitutionalization of Status Offenders Focus Area

Proposal Face Sheet

Agency/Organization: _____

Project Title: _____

Project Director: _____

Address: _____

City: _____ **County:** _____

Zip: _____ **E-Mail:** _____

Telephone: _____ **FAX:** _____

LEGISLATIVE DISTRICT(S):_____ **CONGRESSIONAL DISTRICT(S):**_____

Briefly describe how your proposal addresses the DSO focus area:

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Person authorized to sign for applicant agency:

Signature: _____ **Date:** _____

Print name: _____ **Title:** _____

Attachment B
2006 JJDP Act Title II Formula Grants Program
Deinstitutionalization of Status Offenders Focus Area

Abstract Summary

Please provide a **brief description of the proposed project**, in the space provided below, and include a **clear statement of why this project is needed in your community** (*a minimum of 11-point font size*):

Please also complete the following:

- Funds requested from the GJJAC: \$ _____
- Total funds from other sources: \$ _____
 - In-kind donations: _____
 - Cash donations: _____
- Total number of unduplicated youth to be served in the project's first year: _____
- Total number of new staff for the proposed project: _____
- Total number of staff involved in working on the project: _____
- Source(s) and total number(s) of anticipated referrals: _____

- The proposed project is (select one):
New Continuation of an existing program Expansion Enhancement
If continuation, expansion or enhancement of an existing program, please explain:

Attachment C

2006 JJDP Act Title II Formula Grants Program

Deinstitutionalization of Status Offenders Focus Area

Project Budget

\$_____ Personnel (_____ Positions)

\$_____ Supplies

\$_____ Other Services and Charges

\$_____ Equipment, Capital Outlay and Other Non-Recurring

\$_____ Travel

\$_____ Contractual (***Must include at least 7% of the total amount requested for an outside, independent evaluation.***)

\$_____ **Total Direct Costs**

\$_____ Indirect (*May not exceed 10% of **Direct Costs***)

\$_____ **TOTAL AMOUNT REQUESTED** (May not exceed \$100,000)

MATCH/INCOME (*Match is not required*)

\$_____ Fees and Other Income

\$_____ Other Funding Sources (Please list)

\$_____ **TOTAL PROJECT BUDGET**

** Please use the attached Additional Budget Information/Clarification/Instructions to determine appropriate placement of anticipated expenses (Appendix C).*

Appendix A

GUIDELINES FOR THE TITLE II JJDP FORMULA GRANTS PROGRAM

Deinstitutionalization of Status Offenders

The GJJAC continues to focus on the needs of status offenders, non-offenders and families in conflict. Washington State has struggled with issues related to juvenile non-offenders and status offenders (youth who are charged with or have committed offenses that would not be a crime if committed by an adult, such as runaways, truants, and curfew violators).

An Office of Juvenile Justice and Delinquency Prevention (OJJDP) Bulletin (October 2003) described the characteristics of runaway and throwaway youth (youth who have been thrown out by their caretakers) – many of these youth were victims of physical or sexual abuse, were substance abuse dependent (drug and/or alcohol), had been in the company of someone known to be abusing drugs, had engaged in criminal activity or spent time in a place where criminal activity was known to occur, and/or had previously attempted suicide.

The At-Risk/Runaway Youth Act, also known as the “Becca Law”, was enacted by the Washington State Legislature in 1995. This law governs issues related to status offender and non-offender youth, such as runaways, truants, at-risk youth, children in need of services, and youth in need of mental health and substance abuse treatment. The “Becca Law” authorized the creation of Secure Crisis Residential Centers (S-CRCs) to hold runaway youth for up to five days, so they can be assessed and stabilized, access needed services, and be reunified with parents or guardians.

This provision of the law (holding runaway and non-offender youth in secure facilities) is in conflict with the deinstitutionalization of status offenders (DSO) requirement of the federal Juvenile Justice and Delinquency Prevention (JJDP) Act. Washington has been found out of compliance with the DSO requirement since 2000. States that are found to be out of compliance are penalized. The 2002 reauthorization of the JJDP Act provides that states that are found to be out of compliance with a core requirement of the JJDP Act receive a 20 percent reduction of funds for which they are eligible, and are required to spend at least 50 percent of the remaining funds on “coming into compliance.”

Washington has nine S-CRCs that provide 60 beds. Five of the S-CRCs were determined by federal standards to be non-secure. Four of Washington's S-CRCs are located in juvenile detention facilities. The S-CRCs located in juvenile detention facilities are secure, and place Washington out of compliance with the DSO core requirement of the JJDP Act. During 2004, there were approximately 2,100 placements total in the nine S-CRCs. Girls represent nearly 60 percent of the youth held in S-CRCs.

In 2004, 13,232 truancy, 408 Child in Need of Services (CHINS), and 2,158 At Risk Youth (ARY) petitions were filed in Washington's juvenile courts. In 2004, there were almost 7,500 court hearings held due to violations of court orders related to truancy, CHINS and ARY petitions.

Juvenile detention facilities in Washington held approximately 4,300 status offenders for contempt in 2004. This represents 14 percent of the detention population. The number of youth held in detention facilities for status offenses has increased steadily since 1995, from 1.7 percent in 1995 to 14.1 percent in 2004.

Girls in Washington State's juvenile justice system

Girls comprise the majority on youth confined in our state's Secure CRCs. The four detention based S-CRCs report that 65% of the runaway youth held in their facilities are girls. The percentage of girls involved in the state's juvenile justice system continues to increase, although the actual number of girls arrested has decreased over the past five years. In 2004, girls accounted for 30.2 percent of the total juvenile arrests, a 10 percent increase from the 27.5% rate in 2000, and an 18 percent increase from the 1995 arrest rate for girls. The percentage of female arrests for property offenses has increased by 13 percent from 2000 to 2004, and has increased by 9 percent from 2000 to 2004 of the total "all other offenses" category. Female drug and alcohol offenses has also increased by seven percent from 2000 to 2004.

The GJJAC seeks to address the problems related to holding status offenders in secure facilities through effective, research-based strategies to prevent and/or reduce runaway, at-risk and status offending behavior. **Specific interest areas for this RFP include services focusing on runaways, ARY, CHINS, truants, school suspension and expulsion, and school drop-out. Gender specific services for girls are encouraged.**

For information about specific proven and promising programs for youth, refer to:

Promising Practices Network www.promisingpractices.net/programs.asp

OJJDP Model Programs Guide www.dsgonline.com/mpg_index.htm

Blueprints for Violence Prevention www.colorado.edu/cspv/blueprints/index.html

Center for Substance Abuse Prevention <http://modelprograms.samhsa.gov/>

Washington State Institute for Public Policy <http://wsipp.wa.gov>

Appendix B

2006 Title II JJDP Formula Grants Program

PROPOSAL FORMAT

Submit a **five-page (*maximum*) description** of your proposed project using the format shown below. Your project description will include a program **Logic Model** (see page 13 for an example of the Logic Model). Your total proposal **must not exceed eight pages**, including the **Proposal Face Sheet, Abstract Summary, and Proposed Budget** (*Attachments A, B & C*).

Section	Percentage
A. General Needs Statement <ol style="list-style-type: none"> 1. State the need this project is designed to alleviate (<i>the need statement provided in the abstract summary will also be included in the scoring for this section of your proposal</i>). 2. What statistical data supports this need? 3. How is the community currently addressing this need? 	20%
B. Implementation and Methods <ol style="list-style-type: none"> 1. Describe the research-based methods and techniques to be used to meet the proposed outputs and outcomes, and identify the research approach. (Program must be based on sound theory supported by positive or promising research results.) 2. Identify the sources, expected number of referrals, and the manner in which those referrals are likely to occur. 3. As applicable, outline the involvement of any other community organizations/agencies (DCFS, human services, juvenile court, schools, law enforcement, support groups, service clubs, etc.) (<i>If a full grant application is requested by the GJJAC as a result of this proposal, signed letters of agreement from these agencies will be required.</i>) 4. Describe staffing and staff qualifications. 5. State the plan to hire a qualified, outside evaluator. (<i>A contract must be completed with an outside evaluator and the final evaluation design submitted in the Logic Model format within the first 45 days of the contract.</i>) 	30%
C. Budget Justification Narrative <ol style="list-style-type: none"> 1. Justify your proposed budget expenses in all budget categories. 2. Explain how your proposed personnel costs are comparable to similar positions in your community. 3. Explain how the project will be funded when GJJAC grant funds are no longer available. 	5%
D. Description of your proposed Resources, Activities, Outputs, Outcomes and Goal(s) using the Logic Model. Provide a <u>narrative</u> description of resources, activities, outputs, outcomes and goal(s). See page 13 for an example of the Logic Model.	45%

Example of the Logic Model¹

Process (the resources, activities and outputs required to execute the program)

Resources: Program inputs. Elements or ingredients that constitute the program.

For example:

- 3 FTEs.
- After school facility and playground.
- College student volunteers.
- Foundation funding.
- At-risk 6th grade students.

Activities: Methods for providing the program. Specific processes or events undertaken.

For example:

- After school mentoring.
- Homework assistance.
- Sports and exercise.
- Healthy snack.
- Positive reinforcement for non-aggressive behavior.

Outputs: Units of service or product units. How many, how often, over what duration?

For example:

- Three-hour program everyday after school for 40 at-risk students.
- One hour homework assistance.
- One hour sports and exercise.
- One hour snack and reading.

Outcome

Outcomes: Short, intermediate or longer-term changes anticipated in participants' lives and/or in organization or community conditions.

For example:

- Increase in grades (GPA) at end of school year.
- Increase in pro-social behaviors.
- Decrease in aggressive behaviors.
- Decrease in recidivism.

Goal(s): Ultimate impact(s) expected to occur, usually beyond what one program alone can achieve.

For example:

- Prevention of juvenile delinquency.
- Prevention of violent behavior.

¹ This was adapted from page 31, *Outcomes for Success 2000 Edition*, by The Evaluation Forum, Organizational Research Services, Inc., and Clegg and Associates, Inc.

Appendix C

ADDITIONAL BUDGET INFORMATION

Personnel

Only the costs of personnel directly involved in project activities should be included in the Personnel budget.

The cost of staff who provide some supportive services, but whose positions would be filled whether the project was funded or not, may not be charged as a personnel cost. The types of positions often falling into this category include agency supervisors and administrators, general support staff such as receptionists, maintenance personnel, etc. These costs may be covered as an "Indirect Cost".

Non-Supplanting Notes:

The non-supplanting rule states that an agency cannot maintain its level of service at lower cost by transferring personnel to grant-funded positions. Activities undertaken with grant funds must be in addition to, not instead of, current services.

Further, a portion of the cost of a position, which is currently funded from other sources, cannot be transferred to the grant budget unless a new position (for an equal amount of time) is created and filled. For example, a secretary is currently employed full-time by the applicant agency, but would devote half of his/her time to grant-funded project activities. One-half of his/her time may not be charged to the project budget, unless a new half-time secretarial position is created and filled.

If you have questions about non-supplanting, do not hesitate to call the Office of Juvenile Justice at (360) 725-3600.

Supplies

The key word in determining whether an item belongs in the Supplies category is "consumable." If it can be used up, then it is a supply item.

The exception to the "consumable" guideline is training material such as books, films and videotapes. These are considered consumable because they are not fixed assets and can become worn out or outdated.

Other Services and Charges

This category is for services other than Personnel, which are required in the administration of the project. Such services may include communication, advertising, and rentals. Expenses for staff training, such as workshop fees, may be included.

Capital Outlay/Equipment

Tangible property with a useful life of more than one year and an initial cost of more than \$500 is included in this budget category.

Please note that the state retains an ownership interest in any item with an initial unit cost of \$1,000 or more. The state must agree to any proposed disposition of the property.

All property purchased under this category must be inventoried and reported at the end of the grant period.

Travel

All travel costs are included in this category, including personal car mileage, airfares, per diem, etc.

Contractual

Any contract the project awards will be entered in this budget category.

The important distinction to remember is that when an agency contracts with an individual (no matter what service is to be delivered) the cost is reported in Contractual, not in Personnel. An example of a cost in this category is the outside evaluator.

Indirect

Costs of agency operation, including administration and supervision not directly included in project operation, are included as indirect costs.

Remember to calculate Indirect costs on the basis of total direct costs, not as a percentage of total project cost.

If you need assistance defining allowable Indirect costs, please call the Office of Juvenile Justice at (360) 725-3600.

Match

There is no match required for the Title II JJDP Formula Grants Program.